

**Town of Lancaster
Senior Citizen's Center**

The Town of Lancaster is accepting applications for the position of Recreation Attendant, part-time.

For further information, please refer to the following outline of qualifications and responsibilities. Questions may be directed to Mary Bartz at 685-3498 or (bethmarylsc@gmail.com).

Please send completed Town of Lancaster employment application and resume to:

Lancaster Senior Citizen's Center
100 Oxford Ave.
Lancaster, NY 14086
(Residency rule applies)

RECREATION ATTENDANT – PART-TIME

Minimum Qualifications

Graduation from high school or a high school equivalency diploma. Must have computer knowledge specifically with Excel and/or Google Spreadsheets. Must be familiar with using a data base for scheduling transportation services.

Typical Work Activities

Provide assistance to the Senior Center Supervisor/Recreation Leader.

Provide assistance to senior citizens.

Records attendance; takes reservations and payments for trips and parties.

Prepares materials for special activities, such as posters, tickets, fliers announcing trips, parties and other social events.

Decorates senior center for special events or parties.

Answer telephone - takes messages, record cancellations for transportation services, etc.